



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date April 20, 1977	1. Agency Address Georgia Department of Human Resources Division of Physical Health Office of Nutrition - Room 516-H 47 Trinity Avenue, S. W. Atlanta, Georgia 30334	Application Number <b>77-136</b>	
Application Number DHR-137		Date Received <b>APR 21 1977</b>	Date Completed <b>JUN - 9 1977</b>
2. Person to Contact Ms. Frances Hanks		Working Title Director, Office of Nutrition	Telephone Number 656-4667
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973 Latest to present	5. Records Series Title (followed by title used in office, if different) Nutrition Program, Services and Projects Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Division of Physical Health is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, field operations, and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.  The Office of Nutrition is responsible for developing objectives and standards for nutritional services or nutritional components of health programs delivered by the Division. Also, this Office reviews health project grants and A-95 project applications for nutritional components; acts as the liaison with Federal, State and District health offices concerning nutrition-related programs and policies; provides in-service training and consultation to State and District office nutritionists; provides expertise to nutritional students in State educational institutions; and assists in allocating nutrition positions and in recruiting for these positions.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: administering the Nutrition Program State-wide.  Included are: materials needed for planning nutrition programs and conducting workshops; reference materials for keeping abreast of nutrition programs and services for infants, adolescents, and adults; daily and monthly activity reports; program evaluation; and DHR/Dept. of Education Agreement, program guides, reports, plans and studies concerned with the School Lunch Program (see DHR/Mental Health & Mental Retardation - Institutions Food Service schedule "National School Lunch Program Files") -- and two forms (for information) DE Form 0284, Revised Nov. 1976 ADMINISTRATIVE REVIEW REPORT - SCHOOL LUNCH AND SPECIAL MILK PROGRAMS and 7:74 GEORGIA DEPARTMENT OF EDUCATION - SCHOOL FOOD SERVICE PROGRAM (Administrative Review Report for the Breakfast Program)  File is arranged: by broad category; thereunder, alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? frequent reference in preparing for meetings and workshops.			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2-3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partial duplication in Dept. of Education.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years.   |
| c. Federal law           | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then, hold

☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 1 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>James H. ...</i>	<i>4-20-77</i>	<i>Elizabeth H. ...</i>	<i>4/20/77</i>												
<table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td><i>6-8-77</i></td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carroll Hart</i></td> <td><i>6-6-77</i></td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td><i>6-9-77</i></td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>[Signature]</i>	<i>6-8-77</i>	Secretary of State/Designee	<i>Carroll Hart</i>	<i>6-6-77</i>	Attorney General/Designee	<i>[Signature]</i>	<i>6-9-77</i>
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Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)